

7 September 1954

American Management Association
330 West 42 Street
New York 36, New York

Dear Sirs:

RELEASE

This Agency is engaged in the preparation of pamphlets for instructional use within the Agency which will carry the title "Basic Management Course Materials."

This work will be prepared, assembled and issued within the Agency using the multilith process.

It is anticipated that approximately 150 copies of this work will be produced. All copies will be marked "OFFICIAL USE ONLY" and none will be offered for sale.

Permission is requested to include in the above-identified work the following material, to wit:

page 113, line 1 to page 119, line 16, covering the article,
"Listening to the Troubled or Dissatisfied Employee" by
Schuyler Dean Hoslett
page 147, line 1 to page 151, line 10, covering the article,
"Training in Work Simplification" by Clifton A. Cox

of the work entitled The Management Leader's Manual, published by your association and edited by James O. Rice and M. J. Doohar.

It will be appreciated if you will indicate below, on one copy of this letter, whether the above-identified material, with an appropriate credit line, may be used in the above work. A self-addressed envelope is enclosed for your convenience.

/s/

MATTHEW BAIRD
Director of Training

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